

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WESTERN DIVISION

September 22, 1937.

TO STATE AGRICULTURAL CONSERVATION COMMITTEES,  
WESTERN REGION:

Re: Execution of Work Sheets Subsequent to the Closing Date  
Established by the State Committee

For the information of State and County Committees, and owners and operators there is set forth below the procedure which must be followed with respect to the execution of work sheets for farms for which work sheets were not filed prior to the closing date established by the State Committee.

Any owner or operator who, prior to the closing date, has not filed any work sheets with respect to farms owned or operated by him in the County shall not be eligible to file a work sheet and, therefore, cannot participate in the 1937 Agricultural Conservation Program in that County.

Any owner or operator who, prior to the closing date, filed a work sheet with respect to a farm owned or operated by him in the County shall, in order to be eligible to apply for payment under the 1937 Program, be required to execute work sheets with respect to all farms owned or operated by him in the County and on which, at the time of filing his application, he is entitled to share in the payments, or on which, at the time of filing his application, he is liable for a portion of the deductions incurred. In other words at the time of filing application for payment, an owner or operator must include under such application the following farms:

1. Farms on which he is entitled as owner or operator to share in any payment which could be made with respect thereto.
2. Farms on which the amount of deduction incurred would exceed the amount of payment which otherwise could be made and on which he shared, or is entitled to share, as owner or operator, in the principal crop or the sugar beet crop in 1937.

Any owner or operator who fails to include all of the above described farms under his application for payment in a County cannot, after payment on such application has been approved, include additional farms under an application for payment in that County for the purpose of receiving a larger payment. However, where the application for payment has not been approved by the State Examination Unit it may be returned to the County and additional farms may be included thereunder.



Where any owner or operator has failed to include all of the above described farms under his application for payment in a County and the aggregate amount of deduction incurred on all of such farms which were not included, would exceed the amount of payment which otherwise could be made on all of such farms which were not included, the procedure is as follows:

1. The County Committee shall immediately request the State Office to return such person's application for payment; and
2. Where such person's application for payment is returned to the County Committee, a new application must be executed including all of the above described farms; or
3. Where such person's application for payment has been approved in the State Examination Unit but the check in payment thereon has not been cashed by the applicant, such check must be forwarded to the Regional Disbursing Office for cancellation; and
4. A new application must be executed, including all of the above described farms and handled according to the procedure applicable in adjustment cases; or
5. Where such person's application for payment has been approved and the check in payment thereon has been cashed, the County Committee shall notify the State Office that a refund is due in such case; and
6. A new application for payment must be executed by the Supervisor, by the County Committee and by the applicant if he will sign. Such application will be handled according to the procedure applicable in adjustment cases.

County Committees are authorized to refuse to certify an application for payment filed by any person who acquires or disposes of a farm solely for the purpose of offsetting deductions or otherwise increasing the amount of payment which could be earned.

*George E. Farrell*

GEORGE E FARRELL  
Director, Western Division.



WR State Committee Memorandum No. 117

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WESTERN DIVISION

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Washington, D. C.  
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September 9, 1937.

To STATE AGRICULTURAL CONSERVATION COMMITTEES,  
WESTERN REGION:

Re: Transmittal of Forms WR-16, WR-116, WR-117 and  
WR-118 to the State Office.

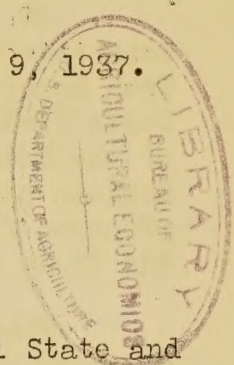
The following instructions are for the information of all State and County Committees.

In accordance with the provisions of WR State Committee Memorandum No. 113, the county committee shall forward Forms WR-116 and WR-117 to the State Committee at the same time.

Where the 1937 ranching unit is the same as the 1936 ranching unit and the range examiner's certificate on Form WR-116 is incomplete because some or all of the range-building practices performed on the ranching unit in 1937 were recommended on Form WR-16 by the range examiner, the original of such Form WR-16 shall be attached to and forwarded to the State Committee along with the Form WR-116. (A copy of such Form WR-16 shall be made and retained in the county committee's files).

The original Form WR-118 for each ranching unit listed on Form WR-117 must also be transmitted to the State Committee with the Forms WR-116, WR-117, and when necessary, WR-16. In addition to checking and adjusting the grazing capacity and acreage of mountain meadow land for each ranching unit, the State Committee will also compare the range-building practices reported on Form WR-118 with those approved on Form WR-116 and/or WR-16. This will be done in accordance with the procedure set forth in WR State Committee Memorandum No. 118.

When comparing the practices reported on Form WR-118 with those recommended and approved on Form WR-116 and/or WR-16, the State Committee shall contact the county committee regarding any practice about which there is a question. If the State Committee determines that any practice entered on Form WR-118 cannot be approved for payment, they shall notify the county committee to that effect and shall delete the entries for such practice from the Form WR-118. The county committee shall delete the entries for the practice from its file copy of Form WR-118.



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Notwithstanding the fact that WR State Committee Memorandum No. 113 provides that Forms WR-118 and WR-119 will not be released by the county until the approved copies of Forms WR-117 are received, only Forms WR-119 will be retained in the county until the approved copies of Forms WR-117 are received, inasmuch as Forms WR-118 will be forwarded in accordance with the procedure outlined in this memorandum.

If, upon receipt of the approved copy of Form WR-117, the county committee has not received notice that any practices are to be deleted from Forms WR-118 bearing the serial numbers listed on the Form WR-117, Forms WR-119 for those ranching units will be prepared from the file copies of the Forms WR-118. Where the county committee has been advised that certain practices on Forms WR-118 are to be deleted, Forms WR-119 will be prepared from the copies of Forms WR-118 as corrected in accordance with the State Committee's instructions.

Forms WR-119 will be transmitted to the State Office in accordance with the procedure established in WR State Committee Memorandum No. 115, but the notation "WR-118" will not be entered in column (j) of Form WR-122, for the reason that the Report of Performance will be on file in the State Office at the time the Transmittal Sheet is prepared.

*George E. Farrell*

George E. Farrell,  
Director, Western Division.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WESTERN DIVISION

Washington, D. C.

September 9, 1937

TO STATE AGRICULTURAL CONSERVATION COMMITTEES,  
WESTERN REGION:

Re: Method of comparing range-building practices reported  
on Form WR-118 with those approved on Form WR-116 for  
the ranching unit.

WR State Committee Memorandum No. 117 instructs the county committees to forward Forms WR-118 to the State Office with Forms WR-116 and WR-117 in order that the State Committee may determine that the practices reported for payment were also approved on Form WR-116. This determination will be made at the same time the grazing capacity and acreage of mountain meadow land are checked; and if any practices reported on Forms WR-118 are disapproved, the county should be notified as soon as possible in order that the Forms WR-119 can be prepared immediately upon receipt of the approved Form WR-117. (Notwithstanding the provisions of WR State Committee Memorandum No. 113, the State Committee may approve Form WR-117 and return a copy to the county office as soon as it has been determined that the entries with respect to grazing capacity and acreage of mountain meadow land fulfill the requirements of WR State Committee Memorandum No. 114 and that the practices have been reported in accordance with the procedure outlined herein.)

In determining whether or not practices were properly reported on Form WR-118, the State Committee shall first check Form WR-116 for the ranching unit in accordance with the procedure outlined below.

Form WR-116, Report on Examination of Range Land.

1. The range-building practices approved by the county committee must include only those recommended by the range examiner and requested by the operator; however, it is not necessary that all practices recommended by the range examiner and requested by the operator be approved in the Certificate of County Committee.
  - a. In instances where the 1937 ranching unit is the same as the 1936 ranching unit and the range-building practices requested by the operator for development in 1937 were recommended on Form WR-16 by the 1936 range examiner but were not carried out in 1936, the Certificate of Range Examiner on Form WR-116 will not have been executed. In the place provided for such certificate a cross reference to the Form WR-16 will have been entered, and the Form



WR-16 must be attached. In such instances the range-building practices approved by the county committee on Form WR-116 shall include only those recommended by the range examiner on Form WR-16 which were not developed and approved for payment under the range provisions of the 1936 Agricultural Conservation Program.

- b. If the 1937 ranching unit is the same as the 1936 ranching unit and some of the range-building practices requested by the operator for development in 1937 were recommended by the 1936 range examiner on Form WR-16 but other practices requested were not recommended by the range examiner in 1936, the Certificate of Range Examiner on Form WR-116 must have been executed. Any practices recommended for development in 1937 in addition to those recommended on Form WR-16 will have been entered in the range examiner's certificate on Form WR-116, but a cross reference to the practices recommended by the range examiner on Form WR-16 will also have been entered in the Certificate of Range Examiner on Form WR-116. In such instances, the practices approved by the county committee on Form WR-116 must include only those recommended by the range examiner on Form WR-116 and those recommended by the range examiner on Form WR-16, but not developed and approved for payment under the range provisions of the 1936 Agricultural Conservation Program.

2. The county committee must also have approved a maximum and minimum number of units of performance for each practice, and should have designated the location on which the practice was to have been carried out.

If the entries on Form WR-116 meet the above requirements, the notation "Practices O K" shall be entered in the Certificate of County Committee on Form WR-116 and initialed by the person who checked such practices.

After the range-building practices approved by the county committee have been checked in accordance with the procedure outlined above, Form WR-118 for the ranching unit shall be examined as follows.

Form WR-118, Report of Performance - Range Land.

1. The State and county code and ranch serial number of Form WR-118 must agree with the State and county code and ranch serial number of Form WR-116 for the ranching unit.
2. Each of the practices named in column (b), Section I, Form WR-118 must have been approved in the Certificate of County Committee on Form WR-116.



3. The number of units reported in column (c), Section I, Form WR-118 opposite the name of such practice in column (b) must be within the minimum and maximum units approved in the Certificate of County Committee on Form WR-116.

Where the entries on Form WR-118 meet the above requirements, the notation "Checked with WR-116" shall be entered in the upper right-hand corner of Form WR-118 and initialed by the person who checked the entries on Form WR-118 against those on WR-116. Form WR-118 shall be returned to the files awaiting receipt of Form WR-119 for the ranching unit.

If it is found that the county committee approved, in its certificate on Form WR-116, a practice which was not requested by the operator and recommended by the range examiner, facts serving as a basis for the county committee's approval must be required. In the event that such practice was carried out and reported on Form WR-118 for the ranching unit, the State Committee, Regional Forester, and field representative of the Western Division must determine whether or not the practice can be accepted. If it is decided that the practice cannot be accepted, draw a line through the entries for such practice on both Forms WR-116 and WR-118. A member of the State Committee, the Regional Forester, and the field representative of the Western Division shall initial the item deleted. The County Committee must be notified of the decision of the State Committee, Regional Forester, and field representative of the Western Division and shall be requested to correct its copy of Form WR-118 and to omit such practice from the Form WR-119 to be submitted for the ranching unit.

Where a practice reported on Form WR-118 was not approved in the Certificate of County Committee on Form WR-116, or where a practice was approved on Form WR-116 but the number of units of performance reported in column (c), Form WR-118, is less than the minimum stipulated by the County Committee on Form WR-116, the county committee shall be requested to furnish the reason for reporting the practice on the Report of Performance. Unless Form WR-116 was executed in error, the entries for such practice on Form WR-118 shall be deleted. A member of the State Committee must initial the correction. The county committee must be instructed to correct its file copy of Form WR-118 and to omit the practice from the Form WR-119 to be submitted for the ranching unit.

In the event that the number of units of a practice reported in column (c), Section I, Form WR-118, is greater than the maximum approved in the Certificate of County Committee on Form WR-116, the State Committee will require that the county committee furnish a statement setting forth the reason for reporting for payment a number of units in excess of the maximum. Unless Form WR-116 was executed in error, the number of units reported for such practice in column (c), Section I, of Form WR-118 shall be reduced to the maximum, in which event the county committee must be requested to correct its file copy of Form WR-118 and to enter on Form WR-119 for the ranching unit only the maximum number of units of performance approved on the Form WR-116.



When Form WR-118 is corrected in accordance with the applicable procedure outlined above, the notation "O K, as corrected" shall be entered in the upper right-hand corner of Form WR-118 and initialed by a member of the State Committee. Form WR-118 shall then be filed awaiting receipt of Form WR-119 for the ranching unit. Any statements from the county committee correcting Form WR-116 shall be attached to the form.

*George E. Farrell*

George E. Farrell,  
Director, Western Division.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WESTERN DIVISION

Washington, D. C.

September 7, 1937.

To STATE AGRICULTURAL CONSERVATION COMMITTEES, WESTERN REGION:

Re: General Diversion Farms  
Diversion Farms  
Non-diversion Farms

For the information of State and County offices there is set forth below the provisions applicable for the classification of general diversion farms, diversion farms and non-diversion farms as defined in Western Region Bulletin 101, as amended, for each State. In general, a diversion farm means any farm with respect to which the soil-depleting base (general soil-depleting base in Arizona, California, Kansas, and New Mexico) is equal to, or in excess of, 20 acres and is not less than 20 percent of the total cropland in the farm. In Arizona, California, Kansas and New Mexico, any farm with a cotton or a tobacco base is a diversion farm regardless of whether or not such farm has a general base. A non-diversion farm means any farm which is not a diversion farm.

In Western Region States where cotton, tobacco or rice is grown, farms will be classified as general diversion farms, diversion farms, and non-diversion farms. The following provisions are applicable:

General Diversion Farm

1. A general soil-depleting base which is equal to, or in excess of, 20 acres, and
2. Such general soil-depleting base must not be less than 20 percent of the total cropland in the farm.
3. No cotton, tobacco or rice soil-depleting base in 1937.

Diversion Farm

1. Any general diversion farm, or
2. Any farm upon which is established a cotton, tobacco or rice soil-depleting base.



(Any farm with respect to which a rice soil-depleting base is established is a diversion farm solely for the purpose of computing the soil-building allowance, as specified in Part I, WRB-101 California, as amended).

Non-diversion Farm.

1. No cotton or tobacco base established for the farm.
2. The general soil-depleting base is less than 20 acres, or
3. The general soil-depleting base is equal to or in excess of 20 acres but less than 20 percent of the total cropland in the farm.

(Any farm on which the above conditions prevail, but which has a rice base, shall nevertheless be classified as a non-diversion farm for the purpose of determining the amount of deduction, if any, for the acreage of all soil-depleting crops (except cotton, tobacco, and rice) in excess of the general soil-depleting base or 20 acres, whichever is the larger. For example, if a farm has a 10-acre general soil-depleting base and also a rice base, as much as 20 acres of soil-depleting crops (except cotton, tobacco and rice) may be grown on such farm in 1937 without penalty for excess acreage. However, the soil-building allowance for such farm shall be computed in the same manner in which the allowance for a diversion farm is determined.)

In Western Region States where there are farms upon which no individual cotton, tobacco or rice soil-depleting base will be established, farms are classified as diversion farms and non-diversion farms. The provisions are as follows:

Diversion Farm

1. A soil-depleting base which is equal to, or in excess of 20 acres, and
2. Such soil-depleting base must not be less than 20 percent of the total cropland in the farm.

Non-diversion Farm

1. The soil-depleting base is less than 20 acres, or
2. The soil-depleting base is equal to or in excess of 20 acres but less than 20 percent of the cropland in the farm.



Under the provisions set forth in Part XI, Western Region Bulletin-101, as amended, for each state, any non-diversion farm reported under Multiple Farm Holdings upon which there has been an increase in the 1937 acreage of soil-depleting crops, except cotton, tobacco, and rice, in excess of the general soil-depleting base or 20 acres, whichever is the larger, shall be classified as a diversion farm.

*George E. Farrell*

GEORGE E. FARRELL,  
Director, Western Division.







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WR State Committee Memorandum No. 120

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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION. Department of Agriculture  
WESTERN DIVISION

Washington, D. C.

September 7, 1937

To STATE AGRICULTURAL CONSERVATION COMMITTEES,  
WESTERN REGION:

Re: Tabulation of 1937 Agricultural Conservation  
Program Data From WR-110 (Report of Performance)  
to the Listing Sheet, WR-114.

In order to avoid the necessity of having two listing sheets, provision has been made for tabulating all acreage and practice data on a single sheet by continuing the column headings midway across the page. Each sheet provides for listing the performance data for 25 work-sheet farms. Tabulations should be made from the WR-110's in the order that they pass through the preliminary audit and without regard to consecutive order of work-sheet serial numbers. In order to avoid the possibility of listing data from the same WR-110 more than once it will be necessary that a check sheet be prepared with all work-sheet serial numbers listed thereon in consecutive order and with provision for cross references to the WR-114 listing-sheet numbers and line numbers. After the data from each WR-110 are tabulated a notation should be made opposite the corresponding serial number on the check sheet, showing the WR-114 sheet number and line number on which the data were listed. Before tabulating the data from a WR-110 the check sheet should be referred to in order to make sure that the data have not already been tabulated. A suggested form of check sheet is attached at the end of this memorandum. As many of such sheets as are necessary may be mimeographed in the State Office.

As soon as the WR-110's have been audited they should first be classified into two main groups of diversion and non-diversion farms. The diversion farms should then be further classified into three groups, according to tenure. These groups will be owner-operator, cash tenant, and share tenant. The listing sheets for each group should be identified with one of the letters A to D, inclusive, for identification purposes and numbered 1A, 1B, 1C and 1D, etc.

Fill out the listing sheet, WR-114, as follows:

Note: If the headings of any particular column on the listing sheet are not applicable to a county or a State they may be changed to provide for tabulating any other desirable data so long as such data are classified under the general heading of the listing sheet.

Column 1. - Work-sheet serial number. (See upper right-hand corner of WR-110).



Column 2. - All Farm Land. (See Line 3, Section I, of WR-110).

Column 3. - All Crop Land. (See Line 24, Column J, Table III, of WR-110).

Column 4. - Division of Crops. (See Section II (a) of WR-110).

If the farm is operated under a crop share lease, enter the percentage (50%, 60%, 67%, 75% etc.) which represents the tenant's share of the principal crop. If the farm is rented for cash, write in the word "cash". If the farm is operated by the owner, write in the word "owner" or the letter "O". If sugar beets are grown on the farm enter (with colored pencil) the tenants share of the sugar-beet crop in the same space and just above the percentage representing the tenants share of the principal soil-depleting crop. Do not use fractions to indicate the tenants share of either the principal soil-depleting crop or the sugar beet crop. No entries other than the division of the sugar-beet crop will be required in this space for the diversion farms that are owner operated or rented on a cash lease basis.

Column 5. - Productivity Index. (See Item 1 of computation tables in WR-104, WR-105, or WR-105, Supplement, whichever accompanies WR-110.) If preferable, this figure may be taken from the listing sheet.

Columns 6 to 21, inclusive. - 1937 Soil-Depleting Acreages. (See lines 1 to 8, columns (b) and (d), table I, of WR-110). Enter in columns 6 and 12 inclusive the 1937 acreages of corn, wheat, oats, barley, rye, and sugar beets, respectively. Columns 13 to 17 inclusive, may be used for entering the 1937 acreages of other principal soil-depleting crops in the county, writing the names of the crops in the headings which have been left blank for that purpose. Enter in column 18 the acreage of all miscellaneous crops not included in the preceding columns. For farms having a special soil-depleting crop this total will be obtained from line 5, column d, table I, of WR-110. For all other farms the total will be obtained from line 8, column d, table I, of WR-110. Enter in column 20 the 1937 acreage of the special soil-depleting crop grown in the county, striking out the names of the special crops not grown. If no special soil-depleting crop is grown in the county, column 20 should be left blank. Enter in column 21 the total acreage of all soil-depleting crops grown on the farm as shown in line 8, column (d), of WR-110. For farms having no special crops, this entry will be the same as for column 19. If there are no special soil-depleting crops in the county, column 21 should be filled out and column 19 should be left blank.

Columns 22, 23, and 24. - Soil-depleting base acreages in 1937. For farms having no special-crop base, only columns 22 and 24 will be filled out and the entry will be the same in each case. If there are no farms with special soil-depleting bases in the county, only column 24 of this section should be filled out. For farms having no special-crop base, the total soil-depleting base will be obtained from item 3, column (a), of WR-104 or WR-105, or from the county listing sheets. For diversion farms having a special-crop base, the entries for columns 22, 23 and 24 will be obtained from items 3, 6 and 11, respectively, of Column (a) WR-105 Supplement or from the county listing sheets.



Columns 25 to 31 inclusive. - Neutral Acreages in 1937. (See items 1 to 8 inclusive, column (f), table II, of WR-110). Enter in column 25 the 1937 acreage of idle cropland. Enter in columns 26 to 29, inclusive, the acreages classified as neutral land in WRB-101, Part VIII, Section 3, writing the proper names or identifications in the blank headings provided for that purpose. For some States there is not sufficient space provided to list separately each neutral classification of land, and for this reason certain acreages are being specified for each State, as follows:

Arizona	-	WRB-101, Part VIII, Section 3, Subsections (c), (e), and (f).
California	" " " " "	(g).
Colorado	" " " " "	(b), (d), and (f).
Idaho	" " " " "	(d), (e), (f), and (g).
Kansas	" " " " "	(b), (d), and (e).
Montana	" " " " "	(d), (e), and (f).
Nevada	" " " " "	(e).
New Mexico	" " " " "	(c), (e), (f), and (g).
North Dakota	" " " " "	(d), (e), and (f).
Oregon	" " " " "	(e), (f), (g), and (h).
Utah	" " " " "	(f).
Washington	" " " " "	(e), (f), (g), and (h).
Wyoming	" " " " "	(b) and (d).

The columns remaining vacant after the above required neutral acreages have been listed may be used for listing any other neutral acreages.

Enter in column 30 all other neutral acreage not included in the preceding columns.

Enter in column 31 the total neutral acreage shown in line 8, column (f), table II, of WR-110.

Columns 32 to 50, inclusive. - Soil-conserving acreages in 1937. (See lines 9 to 21, inclusive, column (j), table III, of WR-110.)

Enter in columns 32 to 43, inclusive, the acreages of practices. These acreages will be tabulated from lines 9 to 14 inclusive. Columns 32 -37, inclusive, are reserved for new seedings of soil-conserving crops grown in 1937 as soil-building practices and classified as soil-conserving acreages, in



accordance with Part VIII, Section 2, WRB-101 as amended. Use columns 38 - 41 for green-manure crops, and columns 42 and 43 for any other practices which may qualify as soil-conserving.

Enter in columns 44 to 49, inclusive, the acreages of all other soil-conserving crops shown in lines 15 to 20 inclusive in Column (j), Table III, of WR-110. These acreages will represent the acreages of soil-conserving crops established prior to 1937 and maintained in 1937.

Enter in column 50 the total of all acreages classifying as soil-conserving in 1937, as shown in line 21, column (j), table III, of WR-110.

Column 51. - Acreage of soil-depleting crops on non-cropland. (See line 23, table III, of WR-110.)

Column 52. - Acreage of Commercial Orchards on farm in 1937. (See line 25, table IV, of WR-110).

Columns 53 and 54. - Acreage of Commercial Vegetables on farm in 1936. (See lines 26 and 27, table IV, of WR-110.)

Column 55. - Grazing capacity of non-crop pasture in excess of five animal units. (See line 28, table IV, of WR-110).

Columns 56 and 57. - Practices with relation to sugar beets. (See lines 29 and 30, table V, of WR-110). (For California, the additional sugar-beet data shown in lines 31, 32, and 33 of the California WR-110 may be entered in any of the blank columns at the end of the listing sheet.)

COLUMNS 58 TO 77, INCLUSIVE. - SOIL-BUILDING PRACTICES CARRIED OUT IN 1937.

The acres or units for all soil-building practices listed in lines 9 to 14, inclusive, column (i), table III, of WR-110, will be tabulated in columns 56 to 76 regardless of whether such practices are soil conserving. Where the rate for a practice is based upon units of performance, such as pounds, rod-rows, feet, etc., the tabulation on WR-114 will be made in terms of such units. For all other practices the acreages will be tabulated.

The code number or letter of each practice, as shown in WRB-101, Part III, should be entered in the blank headings provided for that purpose.

#### CHECKING AND SUMMARIZING WR-114 DATA AND PREPARING REPORTS FOR THE WASHINGTON (D. C.) OFFICE.

It is important that a great deal of care be taken in the tabulation of data from Forms WR-110. Presumably each WR-110 will have been inspected for accuracy and completeness during its progress through the preliminary audit of applications for payment. However, it is believed desirable that the tabulating clerks be instructed to make a brief examination of each form, for reliability of the data, before transferring the data thereon to the listing sheet. Any inconsistencies or errors found should be reported to the Audit Section at once.



As soon as the listing of a sheet is completed, it should be checked for completeness and accuracy, by inspection, and passed to a machine clerk for totaling. All columns, with the exceptions of 1, 4, and 5, should be totaled. When this has been done, certain cross checks for accuracy of tabulation and totaling are possible. For example: The sum of the totals of columns 6 to 18, inclusive, should equal the total of column 19; the sum of the totals of columns 19 and 20 should equal the total of column 21; the sum of the totals of columns 23 and 24 should equal the total of column 22; the sum of the totals of columns 25 to 30, inclusive, should equal the total of column 31; the sum of the totals of columns 32 to 49, inclusive, should equal the total of column 50; the sum of the totals of columns 21, 31, and 50, minus the total of column 51, should equal the total of column 3. It will be necessary to check the tabulation and totaling of data in columns 52 to 75, inclusive, by making spot checks of the operations.

At the same time that a sheet is totaled for the non-diversion farms and for the share tenants on diversion farms, a count should be made of the number of cases of each of the various divisions of the principal crop as entered in column 4. Space has been provided midway across the page for listing the number of owner-operators, cash renters, etc.

Also it is desirable that a total of the products of column 3 multiplied by column 5 be obtained and entered at the foot of column 5, so that it will be possible to obtain a weighted average of the productivity indexes at any time.



SUBMISSION OF SUMMARY REPORTS TO THE WASHINGTON D.C. OFFICE

Once the work of tabulating Reports of Performance (WR-110) is under way the statistical unit for each State will submit three regular monthly reports, and one final report, to the Director of the Western Division. These reports should be completed for the periods ending October 16, November 13, December 18. The final report should be forwarded as soon as possible after all the data have been tabulated. The sub-classification of the tenancy data need not be submitted until the final report. These reports will be in the form of summaries of the column totals of WR-114, and for this reason it is very important that the tabulation of the WR-110's be kept current with the progress of the WR-110's through the preliminary audit section. Also it is very important that the totalling and checking of the listing sheets be kept up to date, so that a State summary of any of the data on the listing sheet can be obtained whenever the need for it arises. A suggested report form, which may be amended to meet the needs of the particular State, is attached hereto.

*George E. Farrell*

GEORGE E. FARRELL  
Director, Western Division

(Suggested Report Form)

Western Division

State-----

Date-----

SUMMARY REPORT OF DATA ON WR-114 (LISTING SHEET)

	Diversion Farms	Non-Diversion Farms	Total All Farms
No. of WR-110's tabulated-----			
Total Farm Land-----			
Total Cropland-----			
Weighted Average Productivity Index--			
<u>1937 Soil-Depleting Acreages</u>			
Corn-----			
Wheat-----			
Etc.,			
Total General S. D. Crops-----			
Cotton-----			
Rice or tobacco-----			
Total All S. D. Crops-----			
Total S. D. Base-----			
Special S. D. Base-----			
General S. D. Base-----			
<u>1937 Acreages of Neutral Cropland,</u>			
Idle Cropland-----			
Orchards-----			
Etc.,			
Total Neutral Acreage-----			
<u>1937 Soil-Conserving Acreages</u>			
<u>New Seedings</u>			
Perennial legumes-----			
Etc.,			
<u>Green Manure</u>			
Wheat-----			
Soybeans-----			
Etc.,			
<u>All other</u> -----			
<u>Maintained S. C. Crops</u>			
Perennial legumes-----			
Etc.,			
Total All S. C. Acreage			



	Diversion Farms	Non-Diversion Farms	Total All Farms
Soil-Depleting Crops on Non-Crop- land-----			
Acreage of Commercial Orchards-----			
Acreage of Commercial Vegetables----			
Single-Cropped-----			
Double-Cropped-----			
Grazing Capacity of Non-Crop Pasture in excess of five animal units-----			
<u>Division of Principal Crop</u>			
Number of Owner Operators-----			
Number of Cash Tenants-----			
Number of 60-40% Share Tenants, Etc. -----			
Soil-Building Practices Carried Out in 1937 -			
A 1. -----			
A 2. -----			
B 1. -----			
Etc., -----			

REMARKS:

(These SUMMARY REPORTS may be typed, using as many pages as necessary).

(Suggested Check-Sheet Form)

COUNTY \_\_\_\_\_

CHECK SHEET

1937 AGRICULTURAL CONSERVATION PROGRAM

Work-Sheet Serial No.	WR-114 Sheet No.	WR-114 Line No.	Work-Sheet Serial No.	WR-114 Sheet No.	WR-114 Line No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Etc.					

NOTE: This CHECK SHEET may be changed or expanded to meet the needs of the individual State.



